

Purchasing Manager Position Description

Position Title: Purchasing Manager
FLSA: Exempt, full-time
Department: Department of Operations and Finance
Reports to: Director of Operations and Finance
Salary: \$29,400 - \$42,000

Applications Deadline: March 22, 2013. Applications can be picked up in the Personnel Office at 123 Washington Street, Columbus IN 47201 or online at www.columbus.in.gov on the Career link.

Location: Columbus, Indiana (within six months of beginning work, must reside in Bartholomew County or county contiguous to Bartholomew County).

Job Summary:

Under direction of the Director of Operations and Finance, purchases goods and services for the City and manages the strategic planning process for procurement, on behalf of the City and assists in effective management of the City. Does related work as required.

ESSENTIAL DUTIES:

- Work under the direction of the Director of Operations and Finance.
- Lead, direct, coordinate, and manage all administrative, contractual and operational aspects of purchasing on behalf of the City of Columbus.
- Develop and manage centralized purchasing function for the City.
- Formulate, obtain, and maintain policies and procedures for authorization by the Department of Administration.
- Develop and facilitate training for city employees in purchasing policies, procedures, and regulations.
- Use excellent customer service skills, establish and maintain effective working relationships with other employees, public officials, and members of the general public.
- Lead, manage and coach throughout the strategic sourcing process on behalf of the City of Columbus.
- Facilitate team meetings, prepare supporting documentation, conduct market research, develop market analysis and assist with strategy development as it relates to centralized purchasing.
- Assist and advise the City and various departments within the City in regards to their preparation and management of their purchasing budgets.
- Administer, control and coordinate budget and expenditures as it relates to purchasing.
- Manage and ensure timely completion of projects within the fiscal year and appropriated funding level.

- Stay abreast of new processes, technologies, materials, purchasing methods, statutory requirements and market conditions. Communicate with City departments on any significant factors that could affect City business, raw material cost, utility cost, or the financial impact to the City.
- Make presentations and recommendations to Director of Operations and Finance, Mayor, Clerk-Treasurer's office, Board of Works and Public Safety, and City Council.
- Review and respond to vendor concerns. Research and draft determinations for all involved, including, but not limited to the vendors, Director of Operations and Finance, Mayor, and the Legal Department.
- Measure vendor performance.
- Make site visits to measure productivity and progression of contracts throughout the City.
- Serve as a member of various cooperative and consortium procurement committees.
- Ensure quality standards are met by working closely with departments experiencing purchasing issues, and achieve resolutions of the complaints for the departments with the vendors.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

- This position is subject to the City's Drug and Alcohol Free Workplace Program which includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.
- Graduation from an accredited four year college or university with a degree in contract administration, public administration, business management or a closely related field is preferred, but relevant work experience and skills can be substituted. Two to five years experience in the procurement/contract field is preferred. Any equivalent combination of education and experience sufficient to perform job duties may be considered.
- Knowledge of State Board of Accounts rules and regulations in Indiana, Federal Aviation Administration and Federal Transit Authority and other applicable government regulations is preferred.
- Working Knowledge of Department of Transportation 49 CFR Parts 23 and 26, Minority-Owned Business Program; and other established laws and regulations pertinent to the procurement of tangible goods, equipment, and services is preferred.
- Ability to communicate orally and in writing, using technical terminology is required.
- Technical writing skills are required.
- Comprehensive knowledge of personal computers and software packages, including specific knowledge of MS Word, MS Excel, MS Powerpoint, and

electronic document management. Ability to learn and become effective in the use of the City's financial software is required.

- Working knowledge of contract law and its application to the purchasing process is preferred.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, other City personnel, and the public.
- Ability to interact effectively with entities outside the City of Columbus Department of Administration.

**AN EQUAL OPPORTUNITY EMPLOYER
M/F/H/V**